



**Illinois Department
of Transportation**

IDOT Safety Portal

Knowledge Guide

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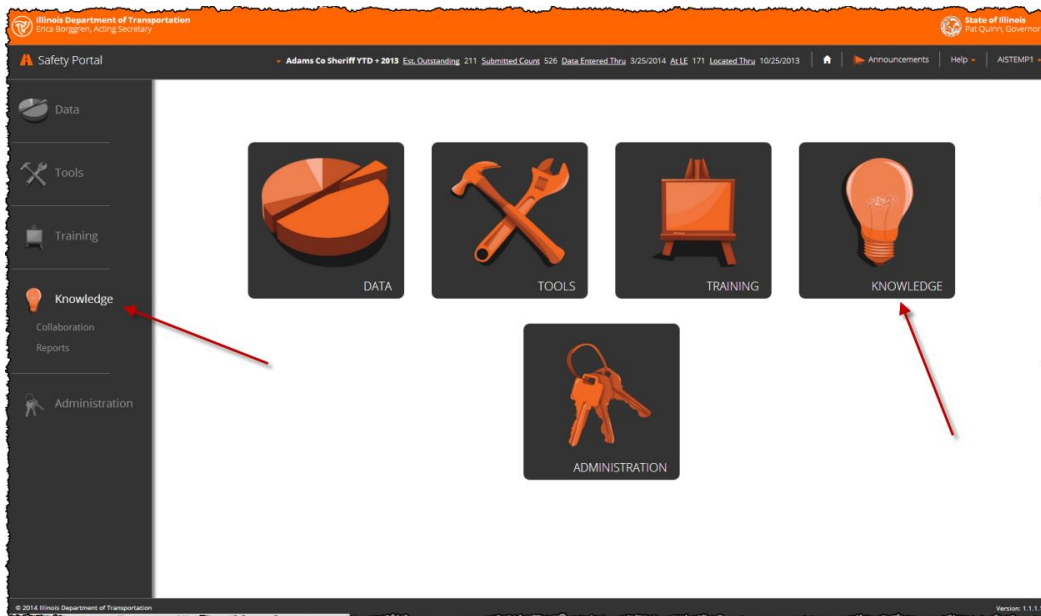
Version: 1.4

1 Introduction

This guide provides information on the functions found in the Knowledge area of the Safety Portal. These functions can be accessed either by selecting them from the menu on the left side of the Safety Portal window or by clicking the Knowledge icon in the middle of the Safety Portal window.

Knowledge contains two functional areas:

- Collaboration
- Reports



2 Collaboration Forum

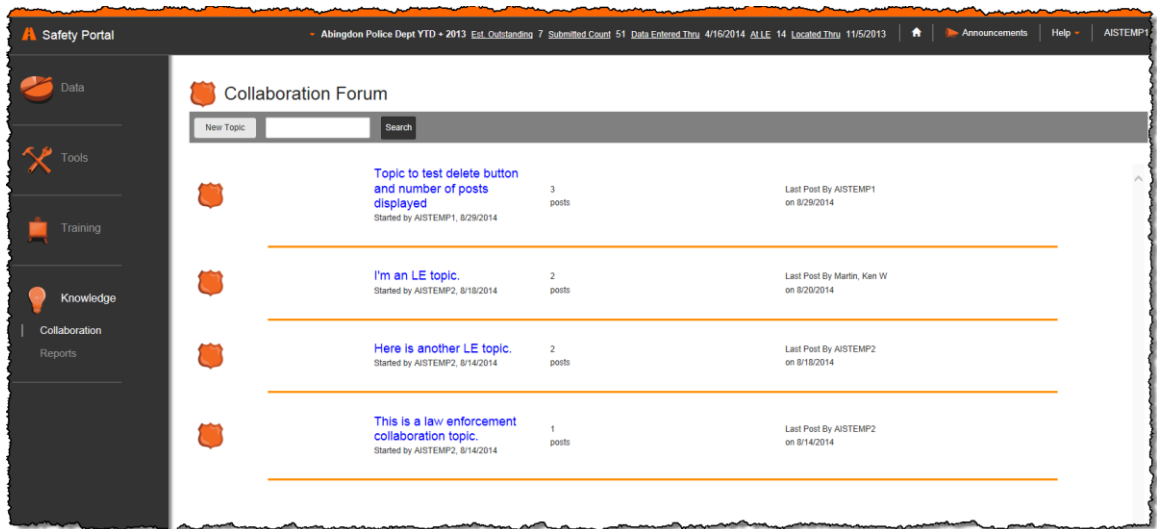
The Collaboration Forum is a place for Law Enforcement Agency users and County Highway Engineer users to post discussion topics and post and read comments associated with those topics.

The Collaboration Forum is also a place for Safety Portal Administrators from within the IDOT, Division of Transportation Safety (DTS) to monitor topics and comments; reply to questions posed in a topic by posting a comment; and to delete topics and comments that may no longer be of interest.

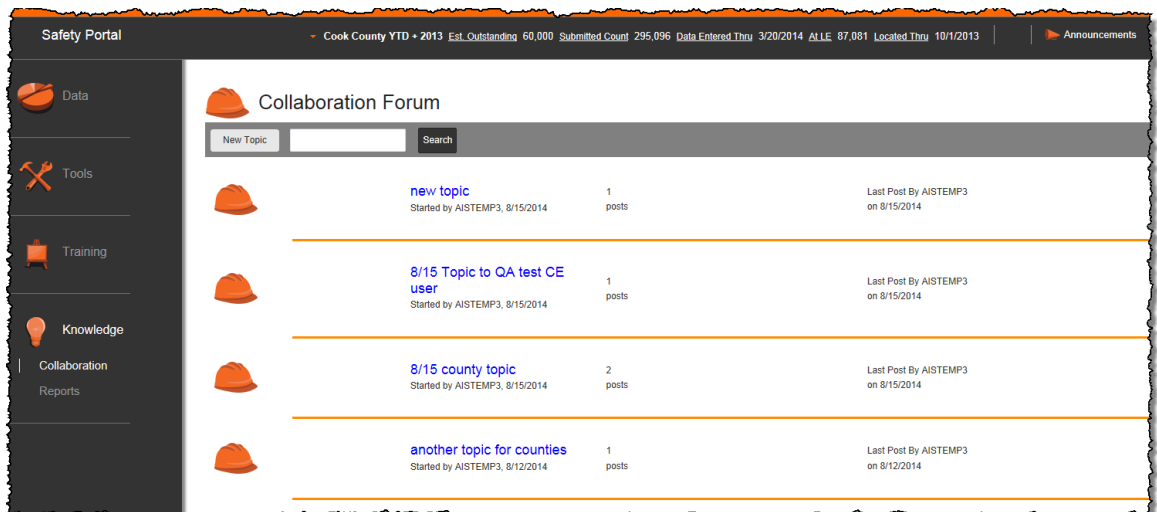
2.1 Law Enforcement and County Use of the Forum

When the Collaboration menu item is selected, the Collaboration Forum page is displayed (see below).

Law Enforcement Agency users will see only those topics created by other Law Enforcement Agency users. These topics are identified by a shield icon.



County Highway Engineer users will see only those topics created by other County Highway Engineer users. These topics are identified by a hard hat icon.



The Collaboration Forum home page for Law Enforcement Agency users and for County Highway Engineer users contains the following:

- The list of current collaboration topics; for each topic, the following information is provided:
 - An icon indicating whether the topic was posted by a Law Enforcement Agency user (icon is a shield) or was posted by a County Highway Engineer (icon is a hard hat)
 - The title of the topic
 - Who created the topic and the date
 - The number of comments posted to the topic
 - The date and creator of the most recent comment posted
- A New Topic button to use to create a new topic

- A Search button and associated field for finding topics whose title contains a word or specific string of characters

The following subsections describe the user functions available in the Collaboration Forum to both Law Enforcement Agency and County Highway Engineer users.

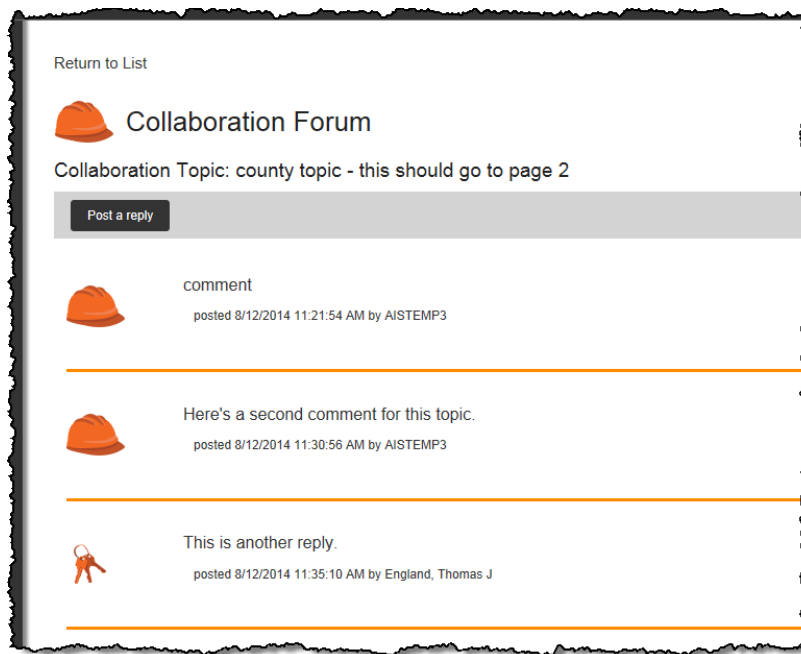
2.1.1 View Topics and Comments

The title of each topic in the list is displayed in color. Click the title of the topic to view the comments posted to that topic.

As shown below, the topic title will be displayed under the Collaboration Forum heading; the comments will be listed below with the first posted topic on top and the most recent post on the bottom. The icon before each post indicates the type of user who posted the comment: shield is law enforcement, hard hat is county engineer, and key set is Safety Portal administrators.

If there are more than 10 comments, use the circled page numbers or arrows at the bottom left of the screen to navigate between the pages of comments.

When done viewing the comments on the topic, click the Return to List link at the top left or bottom left of the page to be returned to the Collaboration Forum home page and the list of topics.



2.1.2 Search Topics

To search the list of topics for a specific subject, enter a word or string of characters into the text box beside the Search button (as shown below) and click the Search button. The screen will refresh to show only those topics whose title contains that word or string of characters.

To redisplay the list of all topics, delete the contents of the search text box and click the Search button or click the Collaboration menu item in the left navigation area.



2.1.3 Create a New Topic

To create a new topic, click the New Topic button. The page for adding a new topic will be displayed as shown below.

A screenshot of the 'Create a New Topic' form. At the top left is an orange hard hat icon. To its right is the title 'Collaboration Forum'. Below the title, the form is divided into two main sections. The first section is labeled 'Topic:' and contains a single-line text input box. The second section is labeled 'Your Comment:' and contains a large, multi-line text area. At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

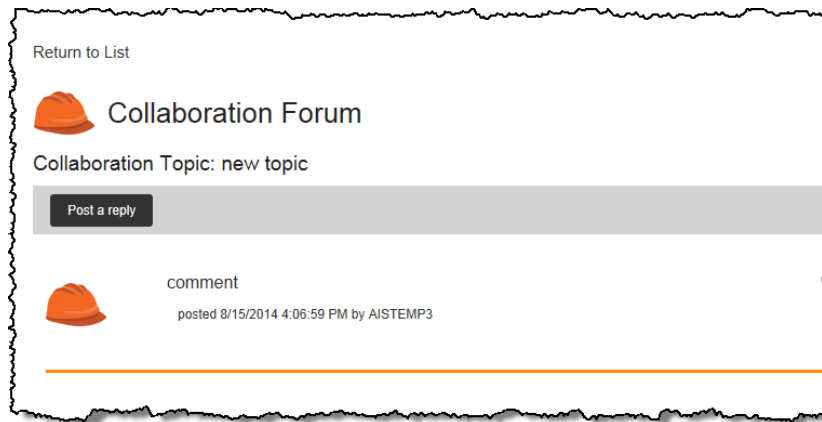
Enter the title of your topic in the Topic box and enter your views on the topic in the Your Comment box. A new topic must have both a Topic and Your Comment to be saved. Click the Save button; the Safety Portal will display the list of all topics and the new topic will be listed at the top.

Clicking the Cancel button at any time before clicking Save will return you to the Collaboration Forum home page without saving the new topic.

The Topic can be a maximum of 150 characters. Your Comment can be a maximum of 300 characters.

2.1.4 Add a Comment to an Existing Topic

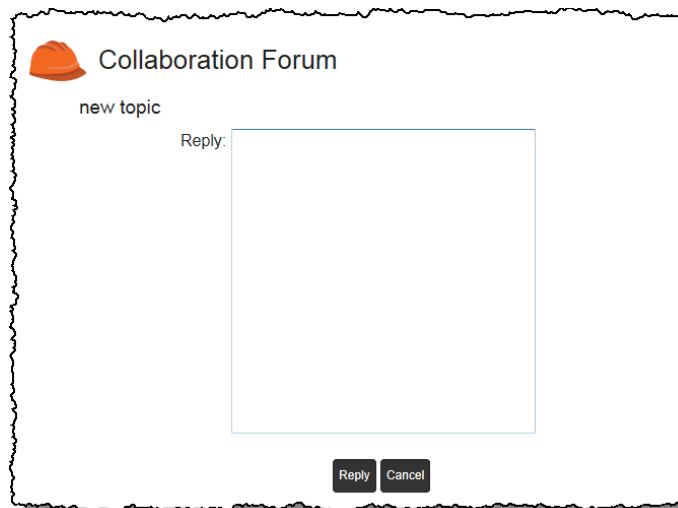
To add a comment to an existing topic, click the topic in the list of topics to display the list of comments for that topic. Then click the Post a reply button located between the topic title and the first topic comment.



The reply entry page (shown below) will be displayed. Enter your comment in the Reply text box and click the Reply button under the reply text box.

Clicking the Cancel button at any time before clicking Reply will return you to the topic's list of comments without saving the new topic.

Your reply can be a maximum of 300 characters.

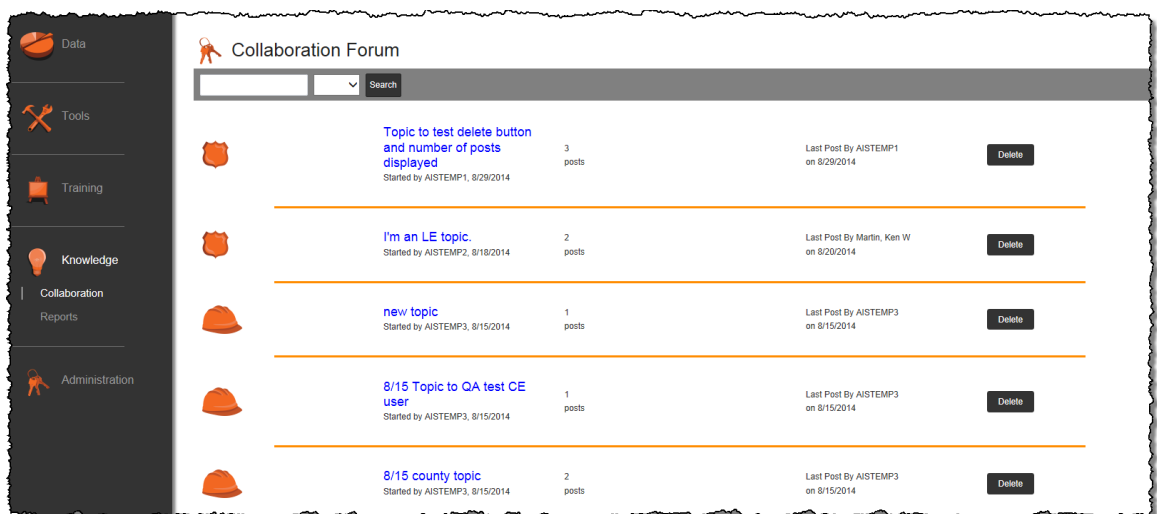


2.2 Safety Portal Administrator Use of the Forum

As stated in the Introduction, Safety Portal Administrators can perform the following functions in the Collaboration Forum:

- monitor topics and comments
- reply to questions posed in a topic by posting a comment
- delete topics and comments that may no longer be of interest or that may be unsuitable for the Safety Portal purpose

When a Safety Portal Administrator selects the Collaboration menu item, the Collaboration Forum home page is displayed (as shown below). Safety Portal Administrators can see all topics and all their associated comments.



The Collaboration Forum home page for Safety Portal Administrators contains the following:

- The list of current collaboration topics; for each topic, the following information is provided:
 - An icon indicating whether the topic was posted by a Law Enforcement Agency user (icon is a shield) or was posted by a County Highway Engineer (icon is a hard hat)
 - The title of the topic
 - Who created the topic and the date
 - The number of comments posted to the topic
 - The date and creator of the most recent comment posted
- A Search button and associated text field and filter menu for finding topics on a specific subject or for filtering the display of topics by type created (law enforcement or county highway engineer)

The following subsections describe the user functions available in the Collaboration Forum to Safety Portal Administrators.

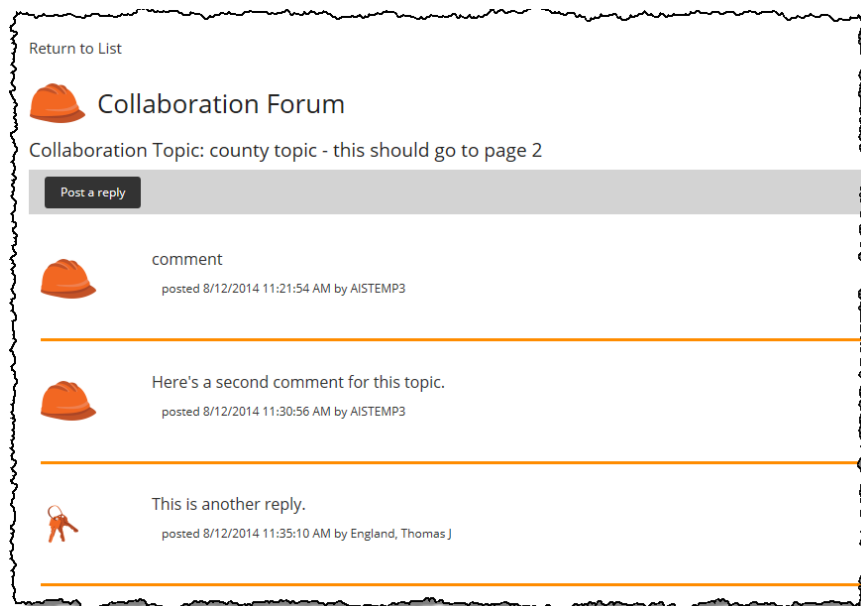
2.2.1 View Topics and Comments

The title of each topic in the list is displayed in color. Click the title of the topic to view the comments posted to that topic.

As shown below, the topic title will be displayed under the Collaboration Forum heading; the comments will be listed below with the first posted topic on top and the most recent post on the bottom. The icon before each post indicates the type of user who posted the comment: shield is law enforcement, hard hat is county engineer, and key set is Safety Portal administrators.

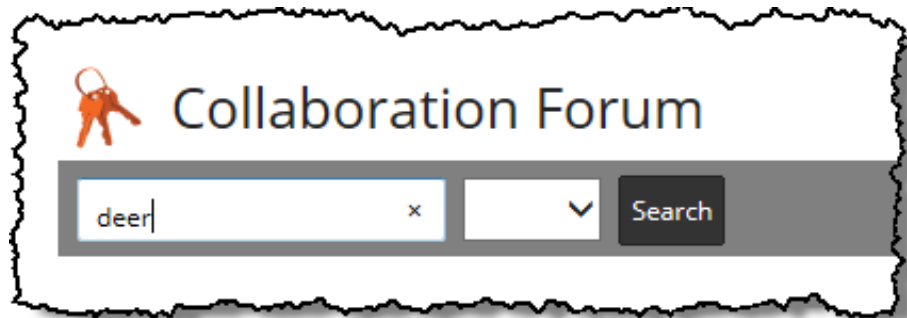
If there are more than 10 comments, use the circled page numbers or arrows at the bottom left of the screen to navigate between the pages of comments.

When done viewing the comments on the topic, click the Return to List link at the top left or bottom left of the page to be returned to the Collaboration Forum home page and the list of topics.

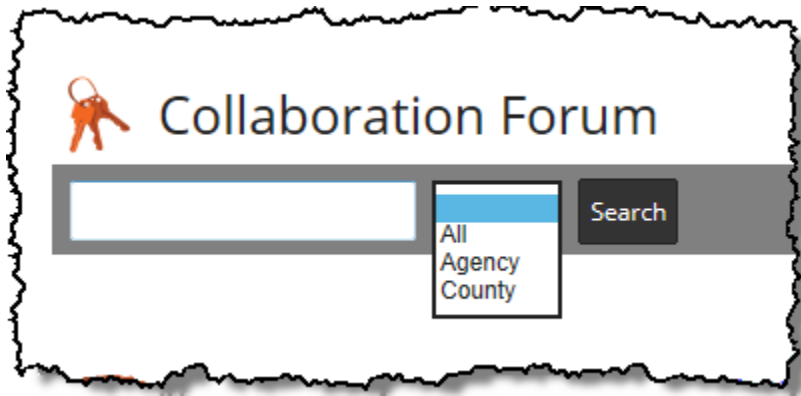


2.2.2 Search or Filter Topics

To search the list of topics for a specific subject, enter a word or string of characters into the text box associated with the Search button (as shown below) and click the Search button. The screen will refresh to show only those topics whose title contains that word or string of characters.



To filter topics to show only those created by law enforcement or those created by county engineers, use the filter menu shown below. Select All, Agency, or County to control which topics are to be displayed and click the Search button. Note: When the filter menu is set to blank and the Search button is clicked, all topics are displayed.

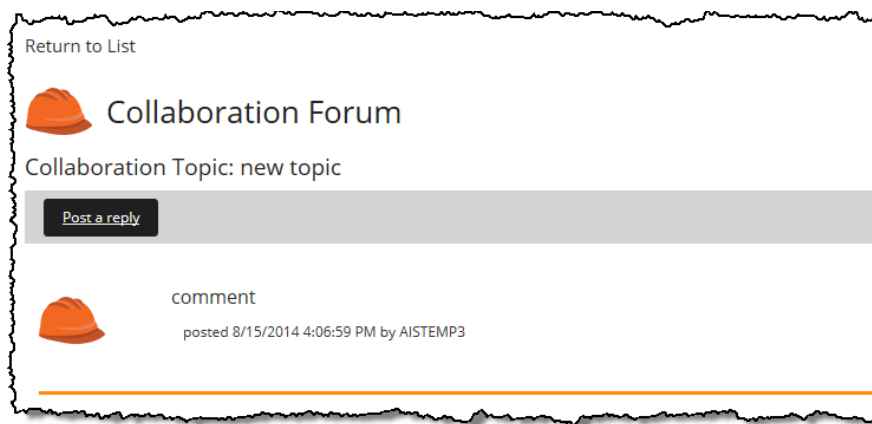


You can combine the text box and filter menu to search for a word or string within only law enforcement or only county highway engineer created topics.

To redisplay the list of all topics, delete the contents of the search text box, set the filter menu to All, and click the Search button; alternatively, click the Collaboration menu item in the left navigation area.

2.2.3 Add a Comment to an Existing Topic

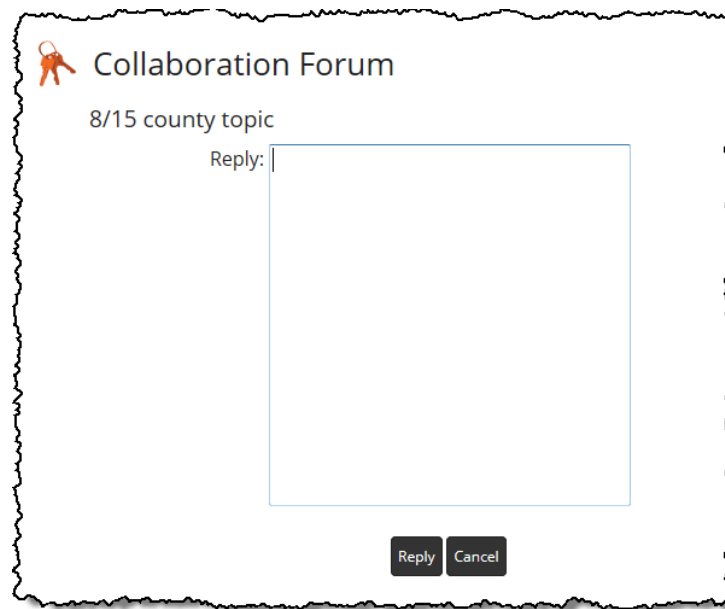
To add a comment to an existing topic, click the topic in the list of topics to display the list of comments for that topic. Then click the Post a reply button located between the topic title and the first topic comment.



The reply entry page (shown below) will be displayed. Enter your comment in the Reply text box and click the Reply button under the reply text box.

Clicking the Cancel button at any time before clicking Reply will return you to the topic's list of comments without saving the new topic.

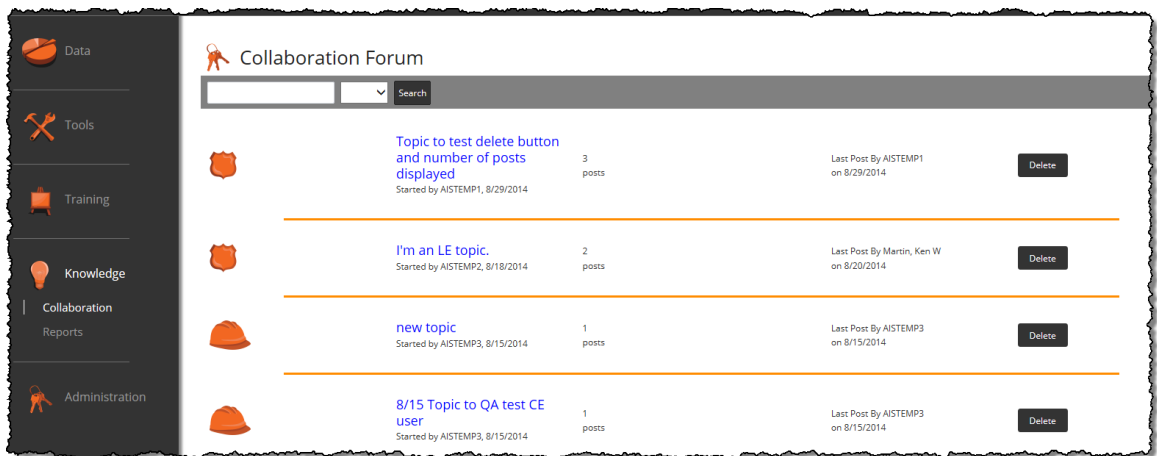
Your reply can be a maximum of 300 characters.



A screenshot of a web interface for a "Collaboration Forum". At the top left is a small orange icon of a person. The title "Collaboration Forum" is in a large, bold, black font. Below it, the text "8/15 county topic" is displayed. A "Reply:" label is positioned to the left of a large, empty rectangular text input box. At the bottom right of the input box are two buttons: "Reply" and "Cancel".

2.2.4 Deleting Topics

Safety Portal Administrators have the ability to delete topics. To delete a topic, click the Delete button associated with the topic. When a topic is deleted, all comments associated with that topic are also deleted.



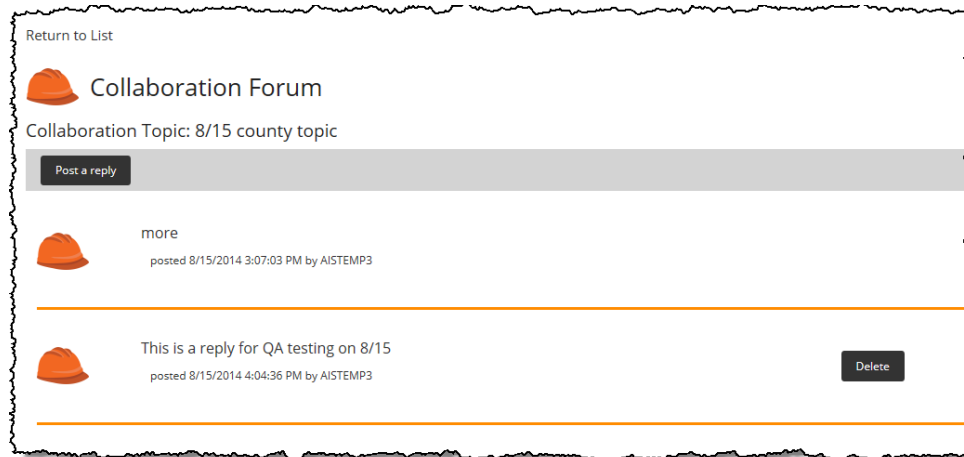
A screenshot of the "Collaboration Forum" main page. On the left is a dark sidebar with navigation links: "Data", "Tools", "Training", "Knowledge", "Collaboration" (highlighted), "Reports", and "Administration". The main content area has a header with the "Collaboration Forum" title and a search bar. Below the header is a list of four topics, each with a topic icon, title, number of posts, last post information, and a "Delete" button.

Topic Icon	Topic Title	Posts	Last Post By	Delete
	Topic to test delete button and number of posts displayed Started by AISTEMP1, 8/29/2014	3 posts	Last Post By AISTEMP1 on 8/29/2014	Delete
	I'm an LE topic. Started by AISTEMP2, 8/18/2014	2 posts	Last Post By Martin, Ken W on 8/20/2014	Delete
	new topic Started by AISTEMP3, 8/15/2014	1 posts	Last Post By AISTEMP3 on 8/15/2014	Delete
	8/15 Topic to QA test CE user Started by AISTEMP3, 8/15/2014	1 posts	Last Post By AISTEMP3 on 8/15/2014	Delete

2.2.5 Delete a Comment

Safety Portal Administrators have the ability to delete comments associated with a topic. To delete a comment, click the Delete button associated with the comment.

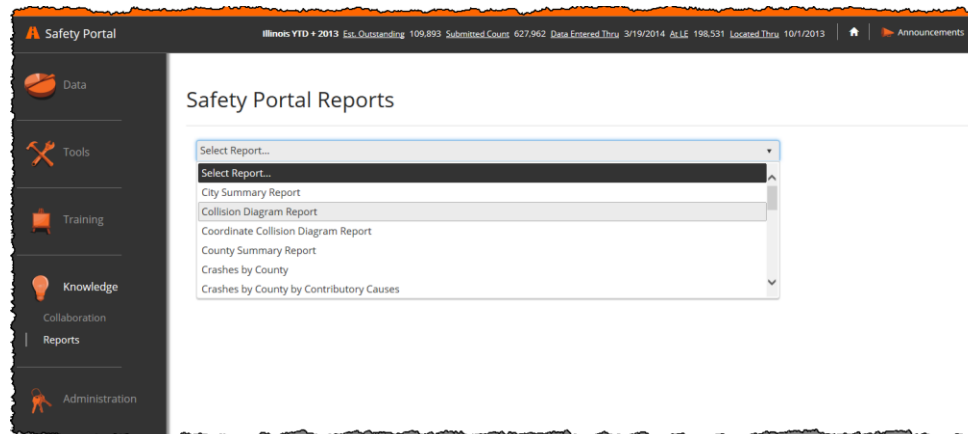
The first comment that was created when the topic was created cannot be deleted; it does not have a Delete button associated with it. To delete this comment, the entire topic will need to be deleted.



2.3 Reports

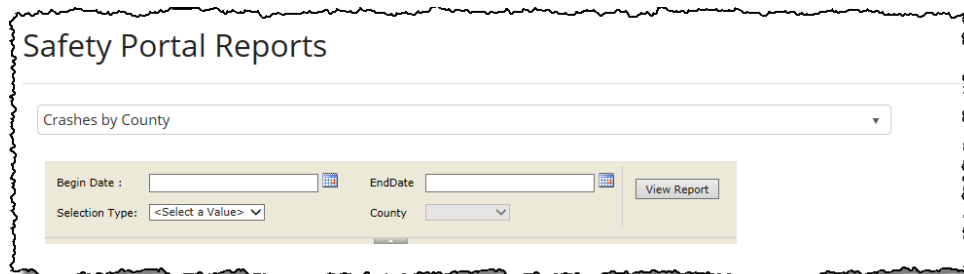
The Safety Portal includes over 20 pre-designed reports that provide tabulations of crash data around a variety of criteria. Each report includes user defined parameters that allow for narrowing the report results by date, location, type of crash, etc.

Reports are located within the Knowledge area of the Safety Portal. To view the list of reports, click the Reports menu item. The reports are listed in a dropdown menu.



2.3.1 Running a Report

When you select a report from the dropdown menu, the user defined parameters for those reports are displayed as shown below. The parameters will be unique for each report.




Some parameters are dependent on others. For example, in the image above, you must choose a Selection Type value for the County parameter to be enabled.

Once you have filled in all required parameters, click the View Report button.

Each report, when run, includes the following output, as shown below:

- A header section that provides the parameter values that were chosen to run the report
- A set of “buckets” that provide information about the status of the data used to build the report results
- The report results
- A set of disclaimers that provide further information on how the status of the data may affect the report results



Illinois Department of Transportation

Division of Transportation Safety

Report Produced : 9/9/2014 11:14 AM

Sorted by : County

Page : 1 of 1

Safety Portal Crashes By County

1/1/2012 To 12/31/2012

County : Bond

Reportable Crashes: 302

Non Reportable Crashes: 54

Estimated Outstanding: 62

Report Total: 302

County	Total Crashes	Fatal Crashes	Injury Crashes	Property Damage Crashes	Total Killed	Total Injured
Bond	302	2	64	236	4	81
Total:	302	2	64	236	4	81

Current year and previous year data are not yet complete and are subject to change as more information becomes available. Calendar date selections include data based on the date of the crash. Year selections include data based on the statistical year in which the crash was processed.

If the amount of data returned in the report results requires more than one page, you can page through the data using the paging tools located on the left just above the report results. You can also change the viewing size of the report results.



2.3.2 Data Status Buckets

The results for each report include a set of “buckets” that provide information on the status of the data within the date range chosen when the report was run. The following table describes these buckets.

County: Bond					
Reportable Crashes:	302	Non Reportable Crashes:	54	Estimated Outstanding:	62
Report Total:		302			

Reportable Crashes	These are the crashes that meet the IDOT minimum damage or injury threshold to be classified as reportable. This designation is made after the crash reports have been fully processed. Only reportable crashes will be presented in the Knowledge Reports section of the Safety Portal.
Non-Reportable Crashes	This number includes items that are below the reporting threshold or items that have yet to be processed. A relatively high count in this bucket means that the data is still being processed.
Estimated Outstanding	IDOT maintains statistics of the number of crashes submitted by each agency on a monthly basis. Using this history, IDOT calculates an expected number of crashes for an agency (or county) for the selected time period. The Estimated Outstanding figure is the expected number of crashes that have yet to be received. A high count in this bucket means that the various law enforcement agencies have not yet reported their crashes to IDOT or have realized a significant reduction in crashes.
Report Total	This is the number of crash reports included in the search results. When the report run includes a column of total crashes, this number will match the Report Total.

2.3.3 Printing or Saving the Report Results

To print a copy of the report results directly from the Safety Portal, click the print icon to the right of Find-Next.

To save a copy of the results in one of several formats, click the save image to the right of “Next” and then select the format desired from the drop down.

Crashes by County

Begin Date : 1/1/2012 EndDate : 12/31/2012 View Report

Selection Type: County County: Bond

Sorted by: County

Report Produced : 9/9/2014 11:14 AM Page : 1 of 1

Reportable Crashes:	302	Non Reportable Crashes:	54	Estimated Outstanding:	62	Report Total:	302
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County	Total Crashes	Fatal Crashes	Injury Crashes	Property Damage Crashes	Total Killed	Total Injured
Bond	302	2	64	236	4	81
Total:	302	2	64	236	4	81

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